

## **QUESTIONS AND ANSWERS**

### **RFQ-2014 RESPITE SERVICES**

#### **For Families of Children with Intellectual/Developmental Disabilities (ID/DD)**

Questions? Email us anytime at [dcfaskrfp@dcf.state.nj.us](mailto:dcfaskrfp@dcf.state.nj.us)

Phone number and contact person for date of delivery:

Main Number: 609-888-7730

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Deliver proposal to: 50 East State Street, 3rd Floor

Trenton, New Jersey 08625-0717 by 12:00PM 3/7/2014

**Note: The Proposal Due Date has been extended to March 7, 2014 12:00pm**

1. **Can agencies who applied for Respite Services under the prior RFQ for residents impacted by SuperStorm Sandy through Social Service Block Grant funding also be eligible to submit a proposal to provide respite services statewide under this RFQ? Do we need to go through a different expansion of services process?**

Yes, agencies who applied for Respite Services under the prior RFQ for residents impacted by SuperStorm Sandy are eligible to apply and are encouraged to submit a proposal. No, this will not be an expansion of service process.

2. ***Page 8, section E last paragraph: Funds awarded under this program may not be used to supplant or duplicate existing funding.***

- **Does this mean that if an agency is already qualified and/or contracted to provide respite services through DCF they do not need to respond to this RFQ?**

A qualified agency who wants to respond to this RFQ must submit a proposal.

- **Is this only for agencies not currently providing services?**

No.

This RFQ is not supplanting or duplicating existing funding that already exists. There are additional families that require respite services.

**3. Is there a narrative section in addition to the checklist?**

No.

**4. Would we submit the Budget in the same form as the Annex B?**

No budget plan is required in response to this RFQ.

**5. Is it all right to submit two separate proposals?**

No. One proposal should be submitted per agency.

**6. Since this is a new proposal for services that we are not currently providing, the locations we would like to use for out of home supports on weekends and after school are not licensed. In fact, we are currently providing an After School program for DCF at one location that is also not licensed. Please explain what licenses are appropriate or required in order to respond to this request for qualifications.**

Licenses may be required when providing services to groups of 6 or more youth. Please check with DCF/OOL to determine if license is required for proposed program. [www.nj.gov/dcf/providers/licensing/laws](http://www.nj.gov/dcf/providers/licensing/laws)

**7. We currently require all staff to maintain a valid driver's license with a good driving record and valid insurance if they are driving their personal vehicle. However, why would any staff need to "have an operating automobile" for an Out of Home program where "Caregivers are responsible for providing transportation"? This requirement would eliminate a number of very capable, caring staff who drive our agency vans on a regular basis but use public transportation in their personal life and do not own a car.**

The RFQ indicates that transportation is to be provided by the parent/caregiver only. Transportation shall not be provided by agency staff.

**8. Page 3-Section B-If respite is during medication hours for the child. Who is responsible for medicating? What is the respite worker's responsibility?**

This should be a discussion with the family. The family may not prefer to have respite provided during a medication time. The complete responsibilities of respite workers are contained on pages 3 and 4 of the RFQ.

#### **9. Page 4 Section C - "Out of Home"**

- **What are the appropriate licenses for out of home settings?**

Please see response to question # 6.

- **Where it says the "caregiver" is responsible for transportation. Does the "caregiver" refer to parent/family/friend OR does "caregiver" refer to respite worker/provider agency?**

Caregiver refers to a youth's parent or guardian.

- **If contracted for 3 but licensed for 4, can an existing group home bring in a child for recreational/social non-overnight activities as long as the respite worker come with that child?**

Yes, all respite services provided outside of a youth's home should be convenient, discussed, and agreed upon with the youth's family. All out of home facilities should be licensed where applicable. For licensing requirements please refer to DCF/OOL.

CSOC does not consider an existing group home or foster care home to be a respite location. A child in a group home or foster home may be engaged in activities that are not in line with respite services.

- **Can we use an existing DCF licensed program (e.g. foster care) for non-overnight recreational/social respite activities?**

Please see response above.

#### **10. Page 12 Section A - "review criteria"**

- **Do we submit one qualification checklist per agency or per service to be provided?**

Please submit one qualification checklist per agency.

- **If applying for two or more services to be qualified AND the parameters of the services are different from one another, do we need to submit**

**more than one qualification checklist? If not, how does DCF want us to specify which parameter applies to which service?**

No, please submit only one qualification checklist and include all services to be offered specifying ages of the youth, days, and times that will be included for each service.

**11. Services to be Funded-Continuation of Grid on page 4-Out of Home Respite- After School- Up to 15 hrs per week/ 60 hrs. per month:**

- **What ages will this contract serve?**

This qualification serves youth under 21 years of age.

- **If contract serves children in an adaptive preschool program, will there be additional hours allotted to the children who attend an adaptive preschool program, or integrated preschool program that is only half day?**

Respite services are not a substitute for childcare and the funds allotted in this RFQ are not intended to fund pre-school programs.

**12. Page 4, Number 3: Out of Home: Out of Home Respite After School-“Caregivers are responsible for providing transportation.”**

**What happens if the families cannot provide transportation to aftercare program if the reason they need aftercare is because they are working during the day? Will the contract pay for the provider agency to provide the transportation?**

No, transportation is not funded through this RFQ. The services defined in this RFQ will be paid on a fee for service basis at the raters per hour specified for each service on page 3 & 4. The expenses for providing these services are to be covered by these inclusive hourly rates.

**13. On page 10, Section I.H.3 of the RFQ, it states: "Applicants must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, the State Affirmative Action policy. A copy is attached as Exhibit A. Applicants must comply with laws relating to Anti-Discrimination as attached as Exhibit B." Is bidder required to provide a statement of compliance with the proposal?**

Yes. Please complete and sign the following form: Statement of Assurance. Refer to: [www.nj.gov/dcf/providers/notices](http://www.nj.gov/dcf/providers/notices)

**14. Are the contents of Exhibits A and B also to be included in the proposal?**

Please see response to question #13.

**15. On page 22, Item 1 of Appendices section, does the statement need to be provided in letter format and signed or just a statement without signature?**

Please provide the statement in a letter format signed and dated by the agency head.

**16. On page 22, Item 16 of Appendices section, could you please provide copies of the required forms?**

As indicated in this RFQ under the *Appendices of Supporting Documents*, forms can be found on the Department of Treasury website:

[www.state.nj.us/treasury/purchase](http://www.state.nj.us/treasury/purchase) (click vendor information and then click forms)